

# U.S. DEPARTMENT OF ENERGY

## NEVADA OPERATIONS OFFICE

### CHANGE

**NV 1300.2A**

**1-13-94**

**Subject: DEPARTMENT OF ENERGY TECHNICAL STANDARDS PROGRAM**

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1. EXPLANATION OF CHANGE. This Order has been revised to reflect transfer of responsibilities from the Office of Quality Performance to the Test Operations Division. PPPP
2. FILING INSTRUCTIONS.
  - a. Please file the attached immediately following DOE Order 1300.2A in your DOE and NV Directives Manual.
  - b. Remove NV Order 1300.2A, of 3-8-93, which has been canceled by this Order.
  - c. Pen and ink your Directives Checklist to reflect these changes.

Nick C. Aquilina  
Manager

# U.S. DEPARTMENT OF ENERGY

## NEVADA OPERATIONS OFFICE

### ORDER

**NV 1300.2A**

**1-13-94**

**Subject: DEPARTMENT OF ENERGY TECHNICAL STANDARDS PROGRAM**

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1. PURPOSE. This Order supplements and is to be used in conjunction with DOE Order 1300.2A, DEPARTMENT OF ENERGY TECHNICAL STANDARDS PROGRAM of 5-19-92. It provides additional DOE Nevada Operations Office (DOE/NV) policies and procedures for the implementation of Departmental directives. This supplemental directive does not change any requirement of the DOE Order but contains administrative or contractual guidance for DOE/NV.
2. CANCELLATION. NV Order 1300.2A, DEPARTMENT OF ENERGY TECHNICAL STANDARDS PROGRAM of 3-8-93.
3. SCOPE. The provisions of this Order apply to all DOE/NV personnel and management and operating (M&O) contractors to the extent implemented under their contract.
8. RESPONSIBILITIES AND AUTHORITIES.
  - f. DOE Heads of Field Organizations. The DOE/NV Manager, shall:
    - (9) Ensure the provisions of DOE and NV Orders 1300.2A are implemented.
    - (10) Sign correspondence which transmits recommendations on Department of Energy (DOE) and limited standards development activities to the Program Secretarial Officer (PSO), and the DOE/NV annual report of participation on non-Government standards bodies (NGSB) to cognizant secretarial officers.

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INITIATED BY:  
Test Operations Division

i. DOE/NV Principal Staff.

- (1) Implement the DOE Technical Standards Program policy and requirements by ensuring the use of non-Government standards (NGS), Government, DOE, and limited standards when such standards are available, adequate, and appropriate for the intended application.
- (2) Provide expertise, technical reviews, and assessments in support to secretarial offices on DOE and limited standards development activities.
- (3) Propose DOE and limited standards development activities for recommendation by the DOE/NV Manager, to the PSO. For M&O contractors, DOE/NV Principal Staff assigned designated officials (DO) authority will consider proposals and initiate action for recommendation by the DOE/NV Manager, to the PSO.
- (4) Encourage participation in NGSBs by DOE representatives (DOE/NV and M&O contractor employees).
- (5) Initiate action using form DOE F 1300.2, "Record of Non-Government Standards Activity," of 4-92, to nominate and approve participation of DOE/NV and M&O contract personnel in NGS development activities. Report such initial submission, revision, or termination of participation by correspondence with form F 1300.2, to the PSO through the DOE/NV Manager, and provide a copy to the Director, Test Operations Division (TOD). For DOE employees, the DOE/NV Principal Staff will approve nominations in Item 16 of form F 1300.2. For M&O contractor employees, DOE/NV Principal Staff assigned DO authority, will approve nominations in Item 16 of form F 1300.2.
- (6) Initiate action to advise the lead PSO, through the DOE/NV Manager, of progress and problems on DOE and limited standards activities conducted by their DOE/NV and M&O contractor employees.
- (7) Submit an annual fiscal year report (by October 31) which summarizes DOE/NV and M&O contractor employee participation on NGSB development activities to the Director, TOD. The report

is to include name, title, company, address, standards committee(s) supported, and level of support (meetings per year).

- j. Directors, Nevada Test Site Support Office; Engineering and Construction Management Division; Assistant Manager for Environmental Restoration and Waste Management; TOD; and Emergency Management Division.
  - (1) Ensure the use of technical standards when such standards are adequate and appropriate for the intended application. Applications include, but are not limited to, design, construction, testing, modification, operations, decommissioning, decontamination, and remediation activities.
  - (2) Ensure the use of any standard is documented in appropriate design or safety documents, such as System Design Descriptions and Safety Analyses Reports. Applications are defined in paragraph j (1) above.
  - (3) Ensure that contractors involved in program project, or facility design or safety documents, specify the appropriate standards consistent with the complexity and functional requirements of each unit (e.g., material, component, structure, system process, or facility).
- k. Director, Contracts Division. Upon notification by the Office of Primary Responsibilities (OPR), ensures the requirement to comply with a specific DOE Order is included in contract provisions and procurement request packages.
- l. Director, TOD.
  - (1) Serves as the DOE/NV OPR for NV Order 1300.2A.
  - (2) Designates an individual to serve as the DOE/NV Standards Program Manager.
  - (3) Administers the DOE/NV Technical Standards Program and coordinates DOE/NV reviews of draft Technical Standards Program documents provided by DOE Headquarters (DOE/HQ).

- (4) Prepares the DOE/NV annual report of employee participation on NGSB. The DOE/NV report will consolidate input from DOE/NV Principal Staff and M&O contractors for submittal by the DOE/NV Manager, to the Office of Nuclear Safety Policy and Standards (NE-70), the lead PSO, and other cognizant secretarial officers.
- (5) Provides copies of approved DOE standardization documents to the DOE/NV Technical Information Resource Center for availability and use by employees.

m General Managers for M&O Contractors.

- (1) Ensure appropriate use of technical standards when such standards are adequate and appropriate for the intended application. Applications include, but are not limited to, design, construction, testing, modification, operations, decommissioning, decontamination, and remediation activities.
- (2) Ensure the use of any standard is documented in appropriate design or safety documents, such as System Design Descriptions and Safety Analyses Reports. Applications are defined in paragraph 8m(1) above.
- (3) Implement the DOE Technical Standards Program policy and requirements by ensuring the use of NGS, Government, DOE, and limited standards when such standards are available, adequate, and appropriate for the intended application.
- (4) Provide expertise, technical reviews, and assessments in support to secretarial offices on DOE and limited standards development activities.
- (5) Propose DOE and limited standards development activities to their DOE/NV DO for consideration and recommendation by the DOE/NV Manager, to the PSO.
- (6) Initiate action using form DOE F 1300.2, to nominate participation of contractor personnel in NGS development activities. Report such participation by correspondence with form DOE F 1300.2 to the DOE/NV DO for forwarding to the PSO through the DOE/NV Manager, and provide a copy to the Director,

TOD. For contractor employees, specify in Item 6 the "contractor organization name and DOE Nevada Operations Office," and leave Item 16 and 17 blank for DOE/NV D0 approval.

- (7) Initiate action to advise the DOE/NV D0 of progress and problems on DOE and limited standards activities.
  - (8) Submit an annual fiscal year report (by October 31) which summarizes M&O contractor personnel participation in NGS development activities to their D0 and the Director, TOD. The report is to include name, title, company, address, standards committee(s) supported, and level of support (meetings per year).
  - (9) Designate an individual to serve as the M&O contractors Standards Program Manager for day-to-day activities, and provide notification of the designation to the DOE/NV D0 and Director, TOD.
11. PROCEDURES. DOE Manual 1300.2M, "Department of Energy Technical Standards Program Procedures," is under development by DOE/HQ. Upon approval for implementation, the procedures manual shall be implemented, where appropriate.

a. Participation on NGSBs.

Proposals for participation, revision, or termination of participation on NGSBs shall be processed by the individual participant, using form DOE F 1300.2, "Record of Non-Government Standards Activity," of 4-92, for consideration of nomination and approval.

- (1) For DOE/NV personnel participation, the appropriate DOE/NV Principal Staff representative shall consider and approve participation and shall complete box 16 of form DOE F 1300.2. DOE/NV Principal Staff shall prepare and issue approved DOE F 1300.2 forms with a transmittal memorandum from the DOE/NV Manager, to inform the lead PSO. Informational copies of the submittal are to be provided to NE-70, other cognizant secretarial officers, and TOD.
- (2) For DOE/NV M&O contractor personnel participation, the appropriate M&O contractor general manager shall consider and propose nomination of participation to their appropriate DOE/NV DO. The DO shall consider and approve participation and shall complete box 16 on form DOE F 1300.2. The DOE/NV DO shall prepare and issue approved DOE F 1300.2 forms with a transmittal memorandum from the DOE/NV Manager, to inform the lead PSO. Informational copies of the submittal are to be provided to NE-70, other cognizant secretarial officers, and TOD.
- (3) DOE/NV Principal Staff and DOs shall ensure that approved representatives on NGSBs are cognizant of the requirements of paragraph 9c of DOE Order 1300.2A.
- (4) Cognizant DOE/NV Principal Staff and DOs shall maintain records on DOE/NV and M&O contractor employees participation of NGSBs.

b. Annual Report of Participation on NGSBs.

- (1) By October 31, after the end of each fiscal year, DOE/NV Principal Staff and the General Manager for each M&O contractor shall prepare and submit an annual report to the Director, TOD, on their personnel who have participated on NGSBs. The report is to include the name, title, company, address, standards

committee(s) supported, and the level of support (meetings per year) on each participant.

- (2) By November 15, after the end of each fiscal year, the Director, TOD, shall consolidate the input and prepare a DOE/NV annual report of employee participation on NGSBs for transmittal by the DOE/NV Manager to inform the lead PSO. Informational copies of the submittal are to be provided to NE-70, and other cognizant secretarial officers.
- (3) The Director, TOD, shall maintain the DOE/NV annual report records.

c. Use of NGSS.

- (1) DOE/NV Principal Staff and M&O contractors shall implement the policy and requirements of the DOE Technical Standards Program and ensure use of technical standards when such standards are adequate and appropriate for the intended application. They shall make determinations of applicability as a part of their facility, program, and project responsibilities. Use of any standard in the design, construction, testing, modification, operation, decommissioning, decontamination, and remediation of DOE facilities, programs, or projects are to be documented in appropriate design or safety documents for those activities, such as System Design Descriptions, and Safety Analyses Reports.
- (2) Records on the applicability and use of standards shall be maintained by the appropriate DOE/NV Principal Staff and the M&O contractors Standards Program Managers.

d. DOE/NV Reviews of Technical Standards Program Documents.

- (1) Upon receipt of DOE/HQ requests for review of draft DOE standardization documents, the Director, TOD, shall determine the appropriate DOE/NV Principal Staff and the M&O Contractor Standards Manager reviewers of the document. The document shall be transmitted by Director, TOD, to reviewers by memorandum with a request for action consistent with DOE/HQ direction and include an appropriate response due date.



- (2) Upon receipt of reviewer responses, the information provided shall be consolidated, and the results of the review shall be provided by transmittal memorandum from the Director, TOD, or the DOE/NV Manager, as appropriate, to the DOE/HQ.
  - (3) Records of reviews shall be maintained by the Director, TOD.
- e. Availability of DOE Standardization Documents. Copies of all approved DOE standardization documents are maintained by the DOE/NV Technical Library for use by DOE/NV employees. Additional copies of such documents can be obtained from the Office of Scientific and Technical Information, P.O. Box 62, Oak Ridge, Tennessee 37831.